

# TOWN OF WINDERMERE

## Town Council Workshop Minutes

March 3, 2022

### CALL TO ORDER:

Present were Mayor Jim O'Brien, Council Members Andy Williams, Chris Sapp, Bill Martini, Mandy David, and Tony Davit. Town Manager Robert Smith, Town Clerk Dorothy Burkhalter and Public Works Director Tonya Elliott-Moore were also present.

Mayor O'Brien explained that this was a public workshop, therefore no motions or votes would be made.

Mayor O'Brien called the workshop to order at 6:00pm.

#### 1. OPEN FORUM/PUBLIC COMMENT:

None

#### 2. SPECIAL PRESENTATION/PROCLAMATIONS/AWARDS:

#### 3. TIMED ITEMS AND PUBLIC HEARING:

#### 4. CONSENT ITEMS:

#### 5. NEW BUSINESS:

a. ~~Minutes~~

b. ~~Resolutions/Ordinances for Approval/First Reading~~

e. ~~Appointments~~

d. ~~Contracts & Agreements~~

e. ~~Financial~~

f. Other Items for Consideration

i. Windermere Downtown Properties 30% Design Presentation

Mayor O'Brien welcomed everyone. He then commented on the process that would take place. Mayor O'Brien then turned the floor over to Mr. Brad Cornelius. Mr. Cornelius commented on the proposed project located at the 500 block of Main Street. He further commented on the PUD process, purpose of the PUD, proposed project, development conditions, tree removal/protection, site plans, building square footages, stormwater, parking, septic/exfiltration system, truck routing plans, landscaping/walls, parking issues/conditions, and wall barrier along Oakdale Street. Also, building elevations, landscape plans, lighting and signage provided to Town Council at a workshop. The floor was then turned over to Marcus Geiger, representative from Kimley-Horn. Mr. Geiger introduced himself and stated that Mr. Hao Chau was also present. Mr. Chao commented that Kimley-Horn currently works with the Town projects that involve landscape plans. Mr. Geiger commented on right hand turn only, saving of trees, deliveries, drainage, septic, exfiltration, screening, truck sand the right-hand turn, and landscaping. Mr. Brett Dargis, Mr. Trey Vick and Mr. Keith Silverman from V3 Capital Group introduced themselves. They commented that they have met with Mr. Geiger and Mr. Cornelius regarding the proposed project. They additionally commented that the goal is to collaborate with the Town with more meetings to come. Discussed was building square footage reduction in one previously

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proposed, parking, septic, and the wall barrier. Mayor O'Brien opened the floor to the public. First to speak was Mr. David Floyd of 515 Oakdale Street. Mr. Floyd questioned the drain field design. Mr. Geiger stated it would be flat due to the depth of the water table. Mrs. Angela Withers of 712 Main Street introduced herself. She stated that she feels that these types of meetings are best if held in Town Hall so residents could attend in person. Mrs. Withers commented on concerns with a building being too close to the 6<sup>th</sup> Avenue roundabout. Mr. Vick stated that they are aware of the corner. Ms. Susan Carter of 106 Plam Street introduced herself. She then commented on her disappointment that only 3 trees that will remain after completion of this project. Ms. Carter continued to comment on the drain fields, root zone protection, and questioned if an arborist would be retained for this project. Mr. Eric Hoyer, Arborist of the contractor, stated that there was an assessment and an inventory of the trees. He further stated that the trees will be protected as much as possible. Discussion followed. Manager Smith advised all that there will be meetings between the Developer and the Tree Board. Ms. Brandi Haines of 835 Oakdale Street commented on the visibility triangle at 6<sup>th</sup> Avenue roundabout. Mr. Geiger stated that the site triangle has been reviewed. Ms. Haines commented on the trees, tree canopy, and deliveries. Mr. Hoyer stated that the tree canopy will need to be pruned. Discussion ensued regarding delivery trucks entering and exiting. Mrs. Theresa Schretzmann-Myers on 2713 Tryon Place introduced herself. She commented on concerns with tree removals, measurement of large trees, oak trees mitigate stormwater – useful, and working around the trees. Mr. Hoyer stated that the trees have been measured. Mr. Stephen Withers of 712 Main Street introduced himself. He stated that the elevations have not been reviewed by the DRB. Mr. Withers commented on concerns with the exfiltration and SFWMD, 5<sup>th</sup> Avenue parallel parking, delivery trucks north curb, and adequate turnaround/drives. Ms. Pam Schrimsher of 12 Oakdale Street introduced herself. She stated that it is good to remove the invasive trees/landscaping, but native plants need to be replanted. Ms. Schrimsher commented that she likes Zoom meetings and saving only three trees is “not okay.” Chat discussion took place (attached). Mayor O'Brien opened the floor to the Council members. Member Williams questioned the sidewalk plan. Manager Smith stated that the plan is still in effect. Member Williams commented on concerns with emergency vehicles coming into town from the North. Mr. Geiger stated that the concern will need to be addressed. Mr. Cornelius stated that he will work with the City of Ocoee's Fire Department on this issue. Member Martini commented that this item will go before the Development Review Board and the Tree Board. He then questioned if sewers had been considered. Mr. Cornelius stated that the data is not available. Manager Smith commented on sewers and possible costs. Member Martini commented on the need to save as many trees as possible. Discussion regarding trees ensued and why a survey was not submitted. Member Martini then commented on parking and the buried propane tank. Mr. Vick stated that the propane tank is for resale purposes. Member Martini commented on the wall. Mayor O'Brien stated that last minute changes are a concern. He also thanked Mr. Withers for his written comments which will be attached as a part of the minutes. Mr. Vick thanked all for their comments, He then commented on the septic size, drainage, tenant capacity, and possible uses; restaurants, retail, realty office, professional uses, and service level retail. Member David commented on leach fields, septic, and 6<sup>th</sup> & Main roundabout encroachment. Member Sapp commented on landscape plan, tree protection, keeping courtyard trees, and the need for updated overlays. Member David commented on the need for the Tree Board comments and parking needs. Discussion followed regarding restaurant sizes, increasing of buffer on Oakdale Street, and possible parking of golf carts over septic. Mayor O'Brien thanked all for their participation and comments. He stated that there will be future workshops on this item.

#### 6. MAYOR & COUNCIL LIAISON REPORTS

Mayor O'Brien questioned if anyone had anything further 8:12pm.

**TOWN OF WINDERMERE**


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**ADJOURN:**

There being no further comments, Mayor O'Brien adjourned the workshop at 8:12 pm.

  
Dorothy Burkhalter, MMC, FCRM  
Town Clerk

  
Jim O'Brien, Mayor

00:42:10 Daniel Floyd: Daniel Floyd  
00:42:16 Daniel Floyd: 515 Oakdale Street  
00:47:43 Nehrling Gardens: This is Angela Withers, 712 Main Street  
(sorry I can't change the name from my Nehrling Gardens account.)  
00:48:40 susann.carter: Susan Carter, 106 Palm St  
00:51:50 Nehrling Gardens: I am concerned that this public meeting is  
being held as a zoom meeting - it's more difficult for the public to participate  
this way - now that meeting at town hall should not have been a problem.  
00:53:44 Brandi: Brandi Haines 835 Oakdale St  
01:02:36 Robert Smith: Q: How will truck traffic impact parking or  
flow/business activities on East 5th from RAB to Park  
01:06:08 Daniel Floyd: Brad mentioned that there must be 3 meetings, which  
meeting number is this?  
01:06:19 Robert Smith: 1  
01:06:34 Daniel Floyd: TY  
01:22:39 Theresa Schretzmann-Myers: P3 Group, we cannot see your face  
because your camera is pointing at the roof.  
01:23:22 V 3 Capital Group: thank you!  
01:26:11 Theresa Schretzmann-Myers: Would you please specifically  
address preservation plan for the historic Oaks on the property?  
01:27:32 Daniel Floyd: Q: With this new drain field design, will the  
surface stay street level or will there be a pond like depression/space for surface  
level water retention? And if so, how deep?  
01:28:25 billmartini: Or will the drain field have a large hump?  
01:31:49 Nehrling Gardens: Could you cut a slice from the SW corner of  
the main building? would relate better to the roundabout, look more attractive as  
one approaches the corner which I think is closer to the roundabout than the  
existing building  
01:34:29 Debra Neill: Will the drain field (replacing the retention pond)  
be an attractive green area or somehow unsightly? Is it more aesthetically pleasing  
to have that open to view, or to extend the wall to put it out of sight?  
01:39:41 Theresa Schretzmann-Myers: Some of the trees you have marked  
for removal are historic Oaks with DBH of 38-45 inches. Can you modify this plan to  
preserve the mature tree canopy which handles much of the storm water run-off on  
this lot currently?  
01:46:32 Nehrling Gardens: Shouldn't the town have their own arborist  
supervising?  
01:50:36 Theresa Schretzmann-Myers: I have questions regarding the trees  
to be removed. Would you please Zoom in on the map of trees to be removed?  
01:54:48 StephenWithers: Stephen Withers 712 Main St Windermere FL 34786  
01:58:00 Pam S: Pamela Schrimsher 12 Oakdale Street  
01:58:15 Vicki Hearst: My questions is in regards to building set backs and  
the wall on the north side of the property. (My speaker is not working on my  
computer.) There are set backs for residences. Are the setback requirements not  
the same for commercial? Also, will there be space for a landscape buffer on the  
north side?  
01:58:34 Daniel Floyd: Q: Who can the residents of Oakdale (or any town  
resident) meet with on this project to discuss the landscaping buffer and wall?  
01:58:55 Theresa Schretzmann-Myers: Theresa Schretzmann-Myers, 2713  
Tryon Place, Windermere, FL 34786. I would like to ask questions regarding the

trees.

01:59:23 Pam S: I appreciate your removing the invasive non-native vegetation. What are you going to do to encourage using native plants in the landscaping?

02:10:28 Brandi: Is the tree survey available on the Town website?

02:11:53 Robert Smith: chat is disabled at this point

Town of Windermere  
Proposed Downtown Property  
30% Civil Progress – Kimley- Horn Dated Feb. 18, 2022

Plan review comments by: Stephen Withers, AIA 712 Main St, Windermere FL 34786

To: Mayor and Town Council for consideration at Zoom Meeting March 3, 2022

Please accept the following opinions and observations of the proposed 30% Civil drawings.

#### GENERAL NOTES and Summary

1. Generally, the Plan follows the Town Comp plan and the Zoning Application Plan with the improvement of Building 2 giving more space for the giant tree in the Courtyard. The notes and details are general boiler plate information but need careful review.
2. At the DRB Feb. 16, 2021 the review for zoning, the Developer requested a waiver on providing the Town with elevations and character studies as required due to they not having tied down any leases at that time. They also could not answer sanitary drain field questions as different types of tenants require different sized systems. DRB and Town Council accepted this point given the Developer was only asking for zoning which matched the Towns Comprehensive Master Plan. **Given the detailed Civil Plan submitted, what is the status of the Tennant mix?** This needs to be presented before an engineer review can accurately be done to verify the plan meets the requirements of the tenant mix. Same variables apply to parking requirements which also affects pervious and impervious calculations.
3. At the DRB meeting the Developer stated that trees would be saved where possible. This plan appears to have an X for removal on every tree. It would be beneficial to see the tree plan overlaid on the proposed plan so one could reasonably evaluate the if every tree needs to be removed.
4. At the DRB meeting it was pointed out that the 5<sup>th</sup> Avenue extension east of the Main St roundabout was not built according to the original design documents. The roadway is 10 feet narrower than the design intent. The plan presented shows truck traffic exiting out 5<sup>th</sup> but does not clearly show survey information about the curb locations nor traffic engineering as the ability for trucks to enter 5<sup>th</sup> and then enter the roundabout. Before approval of this plan the engineers need to get accurate survey information on the 5<sup>th</sup> and Main roundabout and prove the conditions suitable for truck and traffic maneuvering. Traffic studies need to confirm the roundabout can handle the additional large vehicle traffic. The Town should not bear the cost of improving or widening 5<sup>th</sup> Ave or the roundabout.
5. The Town process requires of the developer is to submit a 30% design review to the Town. This is only a 30% Civil Review. Approval of this plan does not substitute for a “30% Project Review” which will include Building, hardscape and landscape and design elements. This reviewer agrees with the developer getting the site review comments before submitting the 30% Review Package, but it is not a substitute for the Town requirements.
6. There have been discussions of adding outside lanes to the Main and 6<sup>th</sup> Ave. Roundabout. This needs to be resolved before approval of this plan. It will be difficult if not impossible to achieve this roundabout expansion if this plan is approved.
7. Doing the Town Offices process, South Florida Water Management District had great concerns about the use of the exfiltration system under Main Street. In that situation the Civil engineer did not know which water management district the Town was in and made very-very bad

assumptions. The Towns Project Manager, John Fitzgibbon, resolved many issues including demonstrating that the Town has properly maintained their system. This project is on private land and may not get the positive results achieved by Mr. Fitzgibbon for the Town. This is a cautionary tale which needs Kimley-Horn, Mr. Fitzgibbon and SFWMD to agree on the solution in advance and in writing before this concept is approved. The Town will also need assurances or bonding from the Developer that the system will be maintained if approvable. The Town does not need to assume the problems if the proposed system is not properly maintained.

8. Another caution from the Town Offices project came from the Landscape Architect was the Civil Engineer. This did not work, but the Town had support from local knowledge citizens to fix the problems. It is highly recommended that the Developer obtain Landscape services from a Landscape Architect specializing in Urban Planting and details that would match the residences expectations. Landscape consultants working for a civil engineer typically are excellent a planting highway right of ways, however this reviewer is not familiar with Kimley-Horns landscape team expertise.

Detailed Comments: (Notes in red)

**C.0.0 Cover** Suggest Cover Sheet list all applicable reviewing and approval agencies. Suggest listing all relevant codes and ordinances with dates of enactment. This should be established now so no surprises later. See C2.0 Storm Water Management

**C1.0 General Notes** Generic notes reviewed – no concern found

**C1.1 General Notes** Generic notes reviewed – no concern found

**C2.0 SWPP Notes** Site specific notes – no concern found

Comment: verify surface water drains currently to Lake Down which is a part of the Butler Chain of Lakes.

**C2.1 Erosion Control Details** Generic notes – no concern found

**C3.0 Existing Conditions**

Existing conditions does not address issues at 5<sup>th</sup> Avenue addressed above.

Existing condition shows trees removed. Trees are not yet “removed” and trees should be shown on proposed Plan to evaluate if all trees need to be removed.

**C4.0 Site Plan**

Trees need to be shown on site plan. It is this reviewer’s opinion that any berm or planting along the south property line next to the parking should look to incorporate existing savable trees verse following a single profile berm with a row of perfectly spaced (boring) trees. It also appears that a tree or two on the southwest corner could be saved. It is commendable that the plan saves the large oak in the court and the trees in the parking area.

This reviewer recommends softening the Southwest corner of Building 1 as it is too close to the roundabout. See notes above.

Are there plans for incorporating a sidewalk on 6<sup>th</sup> Ave?

Is the sidewalk and planting on the west side of the site being redone and if so please show intent.

Does there need to be an acceleration lane on 6<sup>th</sup> Ave.

**C5.0 Grading and Drainage Plan** Show berms that will affect or prevent water flow.

**C6.0 Utility Plan**

Can the Fire Line Master Meter be located to save the large trees in that area?

Suggest dimension locating the FDC’s and Fire Hydrant in the parking tree island to ensure the tree roots are minimally disturbed. Relocate fire hydrant supply line under the drive paving.

Has the tenant mix been established to determine septic flow and tank size?  
Can the Town review? Also tenant mix defines parking.

Is it a good idea to have the septic tank and grease trap under the dumpster?

**C7.0 Truck Routing Plan**

See notes above about trucks using 5<sup>th</sup> Avenue without having survey information and traffic study of the existing conditions?

**C8.0 General Construction Details** Standard Generic Detail – no concern

**C8.1 General Construction Details** Standard Generic Detail – no concern

**C9.0 – C9.3 Utility Details** Standard Generic Detail – no concern

**L1.00 Landscape Plan**

More highway planning than the natural character of Windermere. Two species of plants on a uniform berm and trees planted on an exact spacing is about as boring as one could imagine.

Can trees be saved along west property line at 6<sup>th</sup> Avenue by articulating the berm? This reviewer would prefer existing trees to remain verses following the exact guidelines in the Town Comp plan. A vegetated area around the existing trees could give visual and noise block to the parking. The fire meter appears to impact berm and landscaping also. Need coordination.



## Dorothy Burkhalter

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**From:** Daniel Floyd <d@packetflo.com>  
**Sent:** Thursday, March 3, 2022 11:24 AM  
**To:** Dorothy Burkhalter; bcornelius@wadetrim.com; Robert Smith; Diane Edwards; Theresa Syphers  
**Cc:** Elena  
**Subject:** Town Council Workshop – Downtown Windermere Properties: 30% Plans - 3/3/2022

All,

Thank you for hosting this session tonight (3/3/2022). I will make every attempt to attend.

I would like to call out a discrepancy I have noticed in the wording that describes the project, and some of the initial designs I have seen. Specifically around where the buffer zone/wall is to be located along Oakdale Street.

Per the link

here: <https://link.edgepilot.com/s/6ae24604/LvnjQ7ai30itMLPvni9bCQ?u=https://town.windermere.fl.us/downtown-redevelopment/> it states:

*"The portion of the property that is adjacent to Oakdale Street is proposed to have a 20' foot wide landscape buffer with a 6 foot wall with parking and stormwater retention on the inside of the wall."*

From several designs I have seen, the wall that is discussed in the above sentence does not look like it is going to be in front of/east of the "stormwater retention".

This is a very important distinction for me as my home, 515 Oakdale Street, is directly across from where this proposed "stormwater retention" will be located. I have small children and would like any "stormwater retention" to be behind both the landscape buffer and the 6 foot wall. The wall should go all the way down from the south end of the project by 6th Ave, moving North along Oakdale, to the "Civic Area".

These drawings indicate to me that the wall is going to stop about halfway down Oakdale and carve out the "stormwater retention" as to be on the outside of the wall and directly across from my home.

The first image is where the proposed wall is ending with red arrows indicating my home and the end of the wall. The second image is what I believe should be built, as it is stated in the Downtown Redevelopment Project website.

Also, if there are new designs or drawings, please send me the links/files ahead of today's meeting if possible so I can review them before the meeting. Robert had mentioned that new files were uploaded but I have been unable to locate them.

Image 1

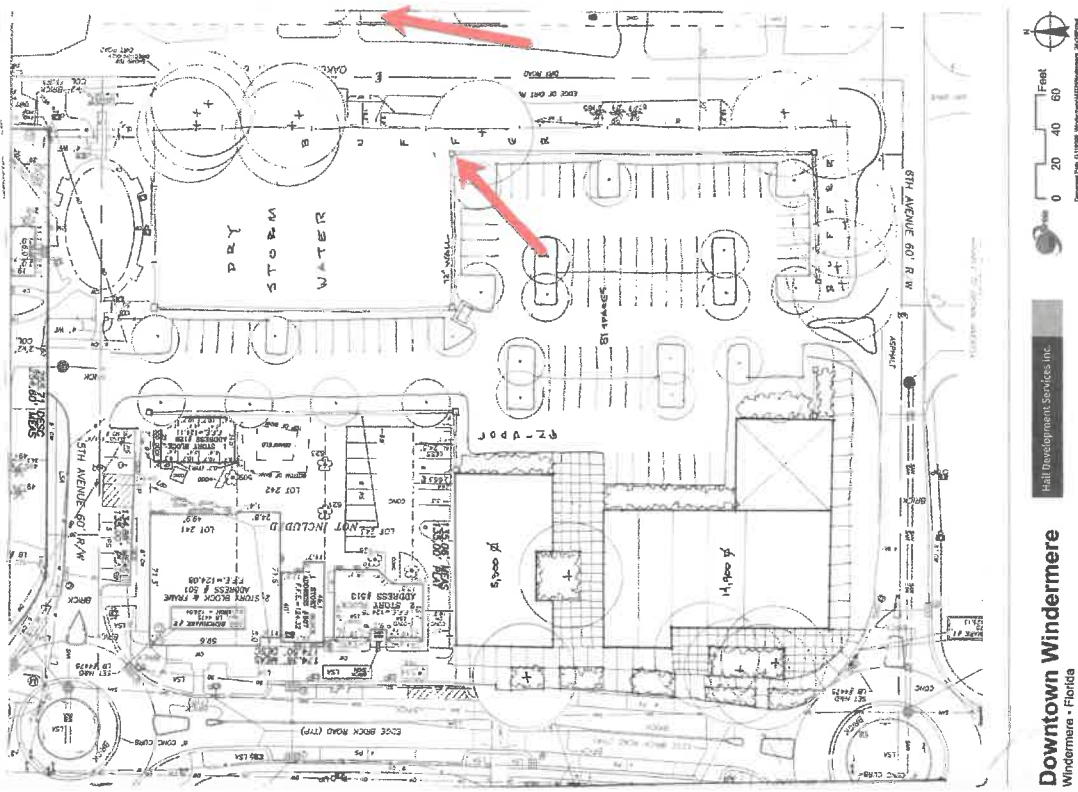
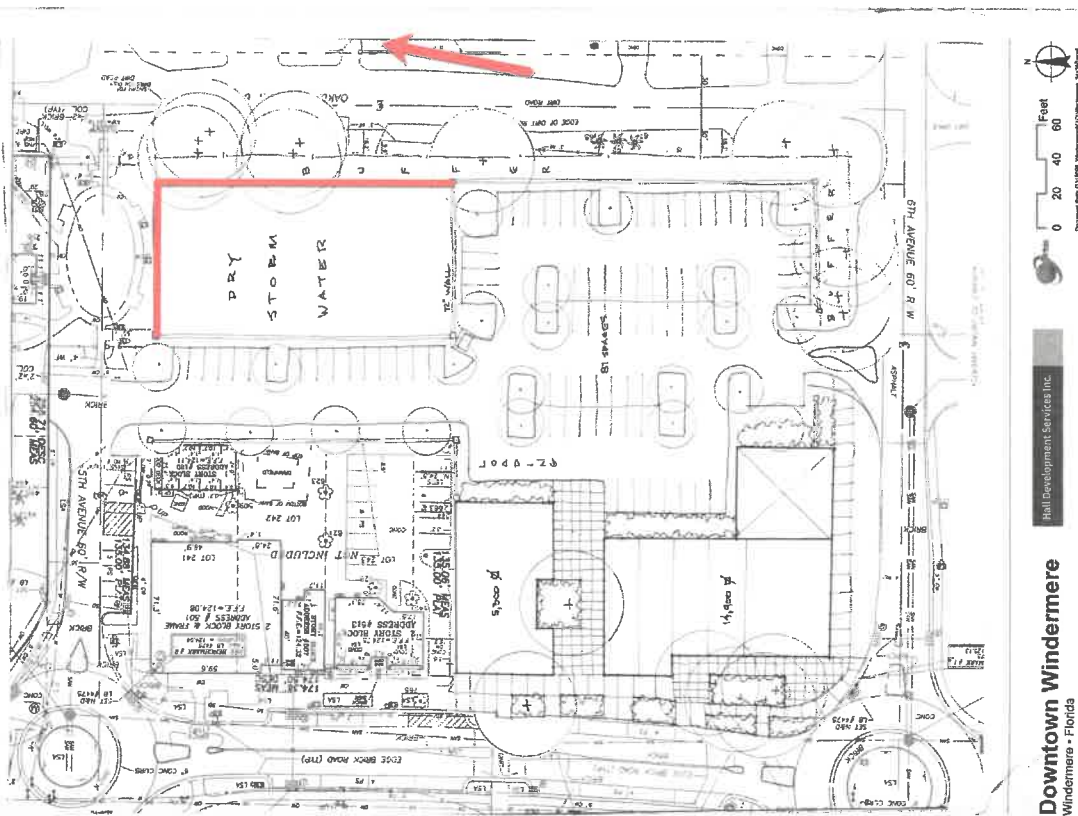


Image 2



Thank you,

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